



CITY OF LONG BEACH  
TECHNOLOGY & INNOVATION DEPARTMENT  
**CLERK TYPIST III Unclassified**  
(Administrative Services)  
\$17.011 – \$23.263 per hour

## THE POSITION

The Administrative Division in the Technology & Innovation Department has an immediate opening for a Clerk Typist III position. This position will support the Telecommunications, Operations Center, and Network/Desktop Services Divisions in the Infrastructure Services Bureau at City Hall.

## EXAMPLES OF DUTIES

- Provide pooled clerical support as assigned, including scheduling meetings and appointments, answering and screening telephone calls, and taking accurate messages
- Provide Department-wide purchasing support, i.e., gathering price quotes, placing orders, compiling and maintaining orders and payment information databases
- Write Direct Purchase Orders, release Blanket Purchase Orders and process Change Orders
- Review invoices and process payment vouchers
- Purchase Wireless Broadband modems, issue and maintain service and inventory records
- Process orders for the City's telephone and data services
- Order software licenses and maintain the license subscription database
- Administer, schedule and maintain the City's online collaboration and audio conferencing services
- Maintain the City Telephone directory (CityTel) on the City Intranet and Long Beach's telephone listing in the Government section of the Verizon and AT&T white pages/411 directory
- Assist with assignments & synchronization of cryptocards for VPN users to access the City's network
- Process employee time records including material of a confidential nature and provide backup support to Department Secretary as needed
- Independently create reports and compose correspondence
- Order and maintain office supplies
- Maintain files relative to assigned duties
- Receive/sort/distribute mail and prepare mailings
- Request and coordinate Building Services related matters
- Maintain office machines including Xerox Multifunction Device
- Perform other related duties as assigned

## APPLICATION PROCESS

Qualified, interested applicants are invited to submit an email with a letter of interest and resume with detailed work experience to:

**Tlrecruitments@longbeach.gov**

Please indicate **Clerk Typist III-Administrative Services** in the subject line of the email. Submissions must be received by **4:30 PM, Friday, February 12, 2016, or upon receipt of the first 50 applications**. Those best suited for the position will be invited to participate in the selection process.

## MINIMUM REQUIREMENTS

- Three years of clerical or related experience in an increasingly responsible capacity;
- Strong written, oral, and interpersonal communication skills;
- Strong organizational and time management skills, including the ability to work independently;
- Proficient in Microsoft Office Suite including: Outlook, Word, Excel and PowerPoint;
- Excellent work habits, with demonstrated ability to be flexible, to work cooperatively, and desire to become an effective team member while displaying professional appearance and demeanor;
- Ability to complete projects independently, follow directions and ask clarifying questions as necessary; and
- Ability to work under constant deadlines and manage multiple assignments and priorities.

## DESIRABLE REQUIREMENTS

- Familiarity with inventory procedures, experience with inventory database entry and maintenance;
- Experience using the Remedy asset management system;

*This information is available in an alternate format by request to the Technology & Innovation Department at (562) 570-6982. If you require an accommodation because of a disability to participate in any phase of the selection process, please request when submitting your resume or call (562) 570-6982.*

**AN EQUAL OPPORTUNITY  
EMPLOYER, THE TECHNOLOGY &  
INNOVATION DEPARTMENT  
VALUES AND ENCOURAGES  
DIVERSITY IN ITS WORKFORCE.**